

EMPR – Employability Plan Reconciliation

This screen is used to manually reconcile an Employability Plan for a month (when N was entered in the ACTIVITIES COMPLETE field on PARE). EMPR can also be used to display reconciliation information for a past month.

EMPR										EMPLOYABILITY PLAN RECONCILIATION										08/15/09 17:00:59											
CASE #: 000004																				LIZA S											
PERSON NAME: PARKER, PAULA																				BENEFIT MONTH: 07/09											
CLIENT ID: 0000018										TWO PARENT: Y																					
CLIENT POA: 01										TOTAL NEG HRS: 132										TOTAL REC HRS: 132											
-----COMPONENTS-----																															
CMP	START	END	NEG	REC	EX	HOL	M	CMP	START	END	NEG	REC	EX	HOL	M	CMP	START	END	NEG	REC	EX	HOL	M	CMP	START	END	NEG	REC	EX	HOL	M
WRC	06/01/09	07/31/09						MAE	06/01/09	99/99/99																					
CSP	07/22/09	07/28/09	033	025	08		M	JBS	07/15/09	07/21/09	033	033			M																
JBS	07/08/09	07/14/09	033	033			M	CSP	07/01/09	07/07/09	033	025	08		8 M																
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> </div> <div> </div> </div>																															
PF2/PF3=EXIT										PF4=CASU										NEXT POA: N											
																				COPY: N											

Solid arrow = Mandatory field. Open arrow = Optional Field. QS = Quick Select field.

Mandatory Fields ([F1] indicates Online Help is available.)

REC [F1]

The WoRC Case Manager enters reconciled hours for all the WoRC activity components for the benefit month. If no hours were completed for a component, 0 must be entered in the REC field. TEAMS will provide warning messages if the minimum and maximum hour requirements for primary and secondary components are not met.

Optional Fields

CLIENT POA [F1]

A different client's POA number can be entered here to navigate to that person's Employability Plan Reconciliation screen.

NEXT POA [F1]

A 'Y' can be entered in this field to access the next valid person's Employability Plan Reconciliation screen, for the case.

CMP [F1]

TEAMS displays each activity component negotiated as part of the client's employability plan in this column, except for components with a status code of D (dropped). If the WoRC case manager needs to add a component that the client completed that was not part of the employability plan, they enter the component code here.

START

TEAMS displays the start date for the component. This field can also be used to enter start dates for new components that are being added during reconciliation.

END

TEAMS displays the end date for the component. This field can also be used to enter end dates for new components added during reconciliation.

EX

The number of excused hours is entered next to the appropriate component. This field is available beginning with reconciliation of the benefit month of October 2008. TEAMS allows excused hours on WEX, JBS, CSP, STT, JST, ABE, and HSE. Excused hours are limited to 16 per month and 80 per preceding 12 month period.

HOL

The number of holiday hours is entered next to the appropriate component. This field is available beginning with reconciliation of the benefit month of October 2008. TEAMS allows holiday hours on WEX, JBS, CSP, STT, JST, ABE, and HSE. No limits are imposed by TEAMS; refer to policy.

COPY [F1]

If a 'Y' is entered in this field, TEAMS will move the negotiated hours (the NEG field) to reconciled hours (the REC field) for all of the WoRC activity components.

Display Fields**CASE #**

TEAMS displays the case number for the client whose employability plan is being reconciled.

PERSON NAME

TEAMS displays the name of the client whose employability plan is being reconciled.

BENEFIT MONTH

TEAMS automatically displays the benefit month of the employability plan that is being reconciled.

CLIENT ID

TEAMS displays the TEAMS Client ID number of the client whose employability plan is being reconciled.

TWO PARENT

TEAMS displays a 'Y' in this field if this is a two parent household. Otherwise, TEAMS will display an 'N' in this field.

TOTAL NEG HOURS

TEAMS displays the total hours negotiated for this employability plan for the benefit month, including hours for the NEW component.

TOTAL REC HOURS

TEAMS displays the total hours the client received credit for this benefit month. This field will be calculated from the reconciled hours entered for each component.

NEG

TEAMS displays the negotiated hours the client agreed to complete for each component in the EP/FIA for the month.

M [F1]

TEAMS displays the Method by which the component was reconciled. This field will be blank if the component has not yet been reconciled. Codes for this field are: A (Auto-reconciled), M (Manually reconciled), or S (System reconciled).

Navigation Fields and Fkeys

F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses the CASU (Case Summary) screen.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

Tips on EMPR

- ❑ To access EMPR, you can Next to it, as long as the benefit month is identified on a menu.
- ❑ For WoRC Case Managers or Supervisors, TEAMS will display the EMPR screen of the first person who was marked with N in the ACTIVITIES COMPLETED field on PARE.
 - If no required participants are flagged for manual reconciliation on PARE, EMPR displays the first EP it finds for the benefit month. The screen will be protected and no changes can be made.
- ❑ For OPA Case Managers or any staff with inquiry ability who access EMPR, the EP/FIA information for the first required participant will be displayed. This may not be a person who was flagged for manual reconciliation.
- ❑ Similar policy edits are in place on EMPR, as on EMPL, to avoid improper use of STT, ABE, HSE, JBS, NPI, EBI, and NCC.